

PERSONNEL DIRECTOR MEMORANDUM NO. 64-53

ATTENTION: All Division and Staff Chiefs

SUBJECT: Movement of Personnel Office to Curle Hall

1. The closest approximation to a moving date for the Personnel Office which can be made at this time is that the LAB, and the Testing and Evaluation Branch will move on Saturday, August 22 with the remainder of the Personnel Office moving sometime during the week of August 24.

2. In preparation for the move all furniture and equipment should be marked according to division and exact destination in our new quarters. Rolls of scotch masking tape are available in the building supply offices. Short strips of this tape should be firmly attached to the uppermost surface of each item to be moved. The necessary information can then be written on the masking tape.

3. Please report any items which are found to be excess or surplus to your needs to the Personnel Director's Office. Certain of the divisions are taking on new functions and/or personnel and will require additional equipment or furniture, while other divisions are detaching functions or personnel. Shortages of equipment and furniture should also be reported. If surplus items are reported promptly, internal shifts can be made which will eliminate the necessity of a division ordering additional items, while, at the same time, another division is turning such items into the General Services Office as surplus property.


Acting Personnel Director

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